



Addressing Application Commercial and Non-Subdivision

Contact Information: Provide name, address, phone number and email below.

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: () _____

Applicant Email Address: _____

Project Name (if applicable): _____

Property APN Number: _____

Type of Requested Address: _____

(Single Family Building, 2nd Single Family Building, Utility, Commercial, etc.)

Submittal Requirements: Provide the following information in pdf sized 11" x 17' via email regarding the property:

- ✓ Plot Plan / Site Map of the Property that Needs to be Addressed
- ✓ Vicinity Map of Property Area
- ✓ Assessor's Parcel Number (APN) for the Concerned Property
- ✓ Floor Plan for Proposed Building and for each floor for suite/unit numbering

Additional Requirements: Additional information may be required during the review process.

Processing Time: *Allow at least ten (10) business days for processing Address Application. Applicant will be contacted by correspondence and/or by phone.

Questions: If you have any questions, please contact Minnie Arredondo at (916) 478-2235 or by email at marredondo@elkgrovecity.org.

Please note this timeframe is for new single family dwellings, second dwellings, utility sites, commercial suite assignments, etc. only. If this address request is for a subdivision, parcel split, or anything that may require Council action, address assignments will be assigned after Council approval.

Please make note that suite numbers are not official until a plan review has been submitted. Please understand that in many cases, suite numbers can be placed on buildings and assigned by property management but this does not mean they are official. Suite numbers are only official when a building permit is pulled for a tenant improvement and the suite is assigned by the City.